

**Minutes of 29th Annual General Meeting of
Wenhaston Village Hall Management Committee.
Wednesday 27th February 2019 at 7pm.**

Present: Chair - Sally Amery (SA); Vice Chair - Peter Wildish (PW)

Elected member – Ian Bigwood (IB); **Bookings Sec.** - Jane Peters (JP); **Secretary** – Helen Gairn (HG); **Committee members:** Café group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WPG rep - Lyn Gedny (LG). WI Rep - Carol Hudson-Jary (CHJ). St. Peter's Church - Jenny Jeffery (JJ). **Village representative members:** - Richard Atkins (RA); Becky Canham (BC); Christine Buttle (CB). **100 Club** - Trish Gower.

1. Welcome by Sally and Apologies –Apologies from Frances Watson.

2. Minutes of AGM 28th March 2018. - Proposed by Carol Hudson-Jary, seconded by Christine Buttle. Approved unanimously.

3. Matters arising.

- i. The H & S assessment has been reviewed recently.
- ii. Policy documents are on line and in the kitchen information cupboard.
- iii. A Maintenance file and fire alarm and emergency light test schedule is in the kitchen.
- iv. Now that the outside works are completed, a bench for the new entrance area will be purchased with the money donated by the Broadside Boys.

4 Chairman's Report

The Committee members were all thanked for their hard work throughout the year. Mags Hill was also thanked for her role as Treasurer during the year and setting up the new accounting system. The Committee are now seeking a new Treasurer. Sue Norris was thanked for checking and signing off the year end accounts.

Alison Alder was thanked for her role during the year as the Parish Council representative. Two Committee members will stand down after the AGM and were thanked for all their hard work. Helen Gairn who represented the Commons Group for many years and was our secretary for the last year. Becky Canham was village representative over the last year and was on the Entertainments group managing event promotion.

Trish and Kirsten were thanked for continuing to manage the 100 club. Also all the organisers and volunteers were thanked who work hard to keep the regular fundraising events going – the coffee mornings, the cinema, the craft market and kurling. These events involved over 150 volunteer working hours per month and contributed nearly £11,500 to hall finances, an increase of approaching £2,000 on the previous year.

The Entertainments group, the Maintenance team, the Fire alarm team and the Boiler team were thanked for all they have done during the course of the year.

Jane Peters was thanked for carrying out her role of Booking Secretary very efficiently and for being so supportive to the Chair over the last year. The Post Office lease came up for renewal during last year. In view of the invaluable services Jane carries out at the hall for both the Post Office and the hall, the Committee decided unanimously, to charge only a peppercorn rent for her space in the hall in future. The space the Post Office occupies isn't required by the hall for any other use and benefits the activities of the hall as well as providing banking and all the usual Post Office services.

Roger Claxton was also thanked for all the works he carried out over the year at the hall and for the screens on the stage and the new lighting which he donated, which has dramatically improved the stage. Nick Amery was thanked all his support and help over the year. Janice Girling was thanked for keeping the hall so clean for us all.

It was a busy year ensuring the hall was compliant with current regulations affecting public buildings. This involved some outside electrical work and purchasing of equipment, especially for the fire alarm system, but the majority of the work was carried out by volunteers.

Following a very generous donation in 2017 and several in 2018 specifically for re-surfacing the car park, quotations were sought and a contractor selected – A Waterfield & Son from Diss. Thanks go to Ian Bigwood who was successful with several grant applications and we were awarded £10,000 by Suffolk Coastal District Council, £500 from County Councillor Richard Smith and District Councillor Mike Gower awarded us £1,250 for our fire safety upgrades which included a disabled ramp close to an emergency exit. This grant was also used for fire-retardant treatment to the stage curtains and some repairs to the fire wall by the loft to the side of the stage. These were both requirements listed by our professional fire risk assessment.

The Parish Council also awarded us £2,500 of which £500 was towards our insurance costs. The funds raised from the Jazz night and the Comedy night raised over £1,000 and the hall therefore spent only £3,400 of our own funds towards the cost of the car park and outside work. Many thanks to all our grant funders for helping us to achieve our goals last year.

We also received donations totalling £2,200 from the sale of the book called My Life and Family in Wenhaston which is about Heather Phillip's mother's life in Wenhaston. Many thanks to Janice Claxton for all her hard work in producing this and also to the benefactor who paid for the costs involved.

Ian was also successful in obtaining a grant of nearly £1,400 from Adnams Community Trust which paid for the full cost of the re-sealing for the hall floor.

The Christmas bazaar organized by Jane Peters raised nearly £500 and this helped to fund the re-decoration of the hall. At the same time as all this work was carried out, a team of volunteers painted the kitchen.

The café bar and kitchen alterations were carried out by Roger Claxton and other volunteers and funded by the 100 club donations along with new blinds and tiles for the kitchen. Wil painted the magnificent mural on the new swing doors. The changes not only look very professional but have made the café bar and kitchen so much easier to use and everyone involved was thanked for their hard work. The hall vertical blinds were restored, also by volunteers.

A difficult decision was made to increase the hall hire rates for 2019. These hadn't been changed for 10 years and needed increasing to reflect inflation of well over 30% and the increasing costs of running a large aging building. The groups were all thanked for their understanding. A fundraising event is planned, Wenhaston's Got Talent on Saturday 23rd March to help support the local affiliated groups who participate in the show.

The hall is very reliant on the regular fundraising events which, together with the hall hire income, help to fund our running costs. Christine Buttle was thanked for running the Craft Market for the last two years and Carol Hudson-Jary and Peter Wildish were thanked for taking it on. Jan Clements and Richard Atkins were thanked for running the coffee mornings over the last two years and new volunteers are sought to continue running it. Both these regular events are valued social get-togethers which add substantially to our hall income.

Projects in 2019 include replacing the emergency exit doors with upvc doors, a new kitchen serving hatch, re-furbishing the stage floor and replacing a faulty inverter. Volunteers will re-varnish the main front

entrance. We will apply for grants to fund this work and potential grant-funders will also expect the hall to make a contribution. It isn't easy to obtain grant funding for general repairs and maintenance and we must do all we can to ensure the long-term viability of the hall. The roof will require attention in the future.

Villagers were thanked for supporting the hall and all the activities held, which generates a wonderful community spirit here in Wenhaston.

5. Treasurers report - Sue Norris reported on the accounts and the new format for the year end accounts. The general items show the hall hire income, regular fundraising income and the running costs. The capital items show the additional fund raising, grants and donations and amount spent on capital items. Clarification was given on the maintenance contracts and repairs and maintenance. The annual return giving details of our accounts is completed for the Charity Commission.

Sue Gow asked for clarification of the legal situation and how long we could go without a treasurer. Nick Amery is currently carrying out just the day to day data entry on the accounts while we seek another Treasurer.

The accounts were proposed by Robin Dillaway to be an accurate record and seconded by Tony Gow, All in Favour.

5. Booking Secretary's Report. 2018 was a busy year with several other events on top of the regular activities held at the hall. Sometimes private bookings have to take priority, but this is kept to a minimum. The Café, the Cinema, the Craft Fair, Kurling and Blood Donor Sessions bring in the most income. In the past 12 months an entertainments committee has been set up and they are introducing several evenings of varied entertainment to suit all tastes. Volunteers were thanked for all their hard work in maintaining the hall.

6. Village Activity reports

a. 100 Club - Trish Gower

The 100 club started in 2011 and continues to raise funds for the Village Hall. Thanks to Sue Norris, for the annual audit of finances and Jane Peters who collects mail. To date the 100 club has donated approximately £5400 to the village hall and given a similar amount in prize money. Balance on 31st August 2018 is £150 and we now have 156 paid up members for year ending August 2019. This year's money has been spent on alterations to the cafe bar/kitchen area, new fire-retardant blinds for the kitchen and tiling. Trish Gower and Kirsten West have been the promoters since September 2015 and Margaret Hill is a third signatory but otherwise a sleeping partner. Thank you to everyone for their generous support.

b. Cafe - Jan Clements and Richard Atkins

The Café has had a very successful year in its popularity, makeover and profits. Nett takings for 2018 were £5,751.35 compared to £5,086.30 the previous year. To date for 2019 nett takings stand at £840.40.

Improvements to the café/kitchen were carried out by a team of volunteers led by Roger Claxton who were thanked for their hard work. Wil Harvey was thanked for a wonderful Barista mural on the new doors. Ann Harvey was thanked for the aprons and Sue Gow for having them embossed with the Community Café logo.

In December the Community Café Recipe Book was launched at the Christmas Bazaar and Janice and Roger Claxton and Lyn Gedny and Annie Rice were thanked for producing this and also the local bakers who parted with their recipes. A generous benefactor was thanked for funding the printing costs. All proceeds from the sale of the recipe books go to the village hall.

All the volunteers who help man the cafe and bake cakes and savouries were thanked for their hard work and support. At the end of March 2019, we are seeking new volunteers to take over the running of the café.

c. Cinema - Sue and Andy Norris

The cinema continues to show two films a month. Due to restricted licensing films can't be advertised or charged for. Generous donations and good bar takings totalled £3,146 in 2018. New members are Viv and Debs. Everyone was thanked for all the film suggestions.

d. Craft Market - Carol Hudson- Jary

Christine Buttle was thanked for running the successful Product and Craft Market over the last two years, which is held on the last Saturday in the month and has also helped raised footfall at the cafe. The volunteers who also help were thanked. We have had up to 35 stalls at each market and in 2018 raised £1514.30 for village hall funds. The February 2019 market hosted 24 stallholders making £144. More volunteers to help would be appreciated and more variety of food products to enhance the market will be sought.

e. Kurling – Eileen Hayes

The last Friday of each month we have a Kurling evening which usually consists of eight teams of four people. The income for 2018 was £1,002. Villagers were asked to continue supporting the event as a lot of organization goes in to running it.

7. Voting for members of the Management Committee for 2019

a. We can have three elected members. Last year three came on at the AGM. One of these (Margaret Hill) has left the committee. Peter Wildish is now a Parish Councillor and will represent the Parish Council in future. Ian Bigwood will represent the Badminton group and Blyth Woods in future. We therefore have three spare slots, of which one will be required for the Treasurer.

b. We can have up to twelve members from local groups in the village (which have aims of a social, recreational or educational character consistent with the object of the charity). We will have eight after the AGM. These members are not voted for but are put forward by the local groups. These members are currently:- Jan, Carol, Eileen, Jenny, Peter, Ian, Lyn and Sally.


Nobody came forward to fill any of these positions.


8. Co-opting village representatives for the Committee for 2019.

The Committee co-opt these representatives. We have two at present and they are Christine and Richard. We can have three, so have one vacancy.

9. Any Other Business

Heather Philips thanked the committee and gave her appreciation for all the events put on by VHMC. Viv Kemp drew attention to the new banner advertising the hall and thanked the committee.

Signed..........(Sally Amery, Chair) Dated.....26/2/20.....

Signed..........(Peter Wildish, Vice Chair) Dated.....26/02/20.....